

Instructions - Sample Transmittal

Complete all fields as necessary and when applicable for a particular Material Type.

Contract/Tracking Information:

- Lab ID Number** - The 10-digit ID bar code number assigned to this sample, usually attached/affixed to sample and/or transmittal.
- Contract Number** - Contract to which charges will be billed and for which materials will be used (often starting with 00, JM, SA, TA).
- SR Number** - State Route number applicable for this contract. Not required for WSDOT Contracts beginning with 00.
- Section** - The Contract Title or Name. Not required for WSDOT Contracts beginning with 00.
- County/City Control Number** - Filled out by Local Agency as an internal tracking number, used to further define where material used.
- County/City** - The County/City where the project is located. Not required for WSDOT Contracts beginning with 00.
- Org Code** - The Org. Code of the person completing the form.
- Lab Number** - Filled out by the Materials Laboratory, an internal tracking number.

Material/Sample/Product Information:

- Material Type** - Type of material or product being submitted for testing/evaluation. **Only one material type per Transmittal.**
- Make and Model** - Indicate make and model of this particular material, especially if a manufactured/fabricated item, be specific.
- Specification Reference** - The Standard Specification No./GSP No. governing this material type and it's particular intended usage.
- Bid Item Number** - The specific bid item number for which this material is being used, on this particular Contract.
- Producer/Manufacturer** - Name of original producer/manufacturer of this material, may be brand name, not usually the supplier.
- Supplier** - Indicate name of supplier, typically local distributor/retailer/wholesaler of product. Omit if same as Producer/ Manufacturer.
- Accept. Sample Number** - Filled out by Field Personnel to identify/assign a sample tracking number. May be an Acceptance number or similar.
- Lot Number** - The specific Lot or Lot Identifier for this sample, usually items manufactured in batches. Not applicable for all materials.
- Roll Number** - The specific Roll Number or Roll Identifier for this sample, usually fabrics. Not applicable for all materials.
- Heat Number** - The specific Heat Number or Heat Identifier for this sample, usually steel items. Not applicable for all materials.
- Reel Number** - The specific Reel Number or Reel/Pack Identifier for this sample, usually steel strand. Not applicable for all materials.
- Certificate Number** - The Mill, Batch, or Plant Certificate Number used to identify this sample, usually cement. Not for all materials.

Aggregate/Paving/Other Information:

- Pit Number** - The WSDOT assigned Pit number identifying source of this particular aggregate sample. Not applicable for all materials.
- Stockpile Number** - The WSDOT Stockpile Site Number identifying the stockpile site from which this aggregate sample was taken.
- Truck/Car Number** - Identifying number of vehicle, truck, rail car used to transport cement and identify from which sample was taken.
- Used at Station** - Beginning station where the material was used.
- To Station** - Ending station where material was used.
- Quantity Represented** - The quantity of material this sample represents.
- Sampled At** - Location the sample was taken.
- Sampled By** - Name or Identifier of the field person taking this representative sample.
- Date Sampled** - The date the field sample was taken.
- Tested At** - The specific location where this sample was tested in the field.
- Tested By** - The specific person who tested this sample in the field.
- Date Tested** - The date the sample was tested in the field.
- Mix ID Number** - Mix Design identification number supplied by the State Lab to the Project Office prior to beginning paving operations on a project.
- Asphalt % in Design** - The asphalt content called for on the ACP mix design.
- Asphalt % Requested** - The asphalt content currently being requested by the Engineer for this particular mix.
- Ignition Furnace Calibration Factor (IFCF)** - Lab Calibration factor as determined at Lab.
- Field:** Calibration factor as determined in Field.

Field and/or Region Test Results:

Screen - The screens required for this material & it's intended use, see Standard Specifications.

S.E. - The sand equivalent results from the Field and/or Region.

Dust Ratio - The dust ratio results from the Field and/or Region.

% Asphalt - The asphalt content results from the Field and/or Region.

Maximum Density - The maximum density results from the Field and/or Region.

Fracture % - The fracture results from the Field and/or Region for each applicable screen size.

Specs. - List applicable specifications, if other than Standard Specification values.

Information Applicable to All:

Remarks - Any special information about the sample and/or the testing requested. Be specific.

Project Engineer - The name of the Project Engineer and Agency (if other than WSDOT).

Submitted By - The specific person submitting transmittal information, person to contact if any questions arise.

Phone - A point of contact Phone Number with Area Code, in case further clarification is necessary.



**Washington State
Department of Transportation**
State Materials Laboratory
PO Box 47365
Olympia, WA 98504-7365

Sample Transmittal

Lab ID Number

Contract Number	SR Number*	Section*	Lab Number
County/City Control Number*	County/City*		Org Code

Material Type	Make and Model	Specification Reference	Bid Item Number		
Producer/Manufacturer		Supplier			
Accept. Sample Number	Lot Number	Roll Number	Heat Number	Reel Number	Certificate Number

Pit Number	Stockpile Number	Truck/Car Number	Used at Station	To Station	Quantity Represented
Sampled At	Sampled By	Date Sampled	Tested At	Tested By	Date Tested
Mix ID Number G	Asphalt % in Design	Asphalt % Requested	Ignition Furnace Calibration Factor (IFCF) State Lab: Field:		

Screen													S.E.	Dust Ratio	% Asphalt	Maximum Density
% Passing																
Fracture %																
Specs. **																

Remarks

* Not Required for WSDOT contracts beginning with "00" ** Not Required for Standard Specifications Materials	Project Engineer (Please Print)	Submitted By	Phone
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